



Emergency Preparedness Information for Instructors

Classroom Safety

Discuss classroom and personal safety, review the emergency exits and know two ways out, identify a meeting place in case of evacuation, and stress the importance of quick action while staying calm. Remember, [You Are the Help Until Help Arrives](#).

See Something, Say Something: Report an Emergency or Suspicious Activity

Call 911 from a campus phone; or 607-255-1111 from a cell phone.

Emergency Alert Notification (CornellALERT)

If a CornellALERT is received during class, immediately share (and ask students to share) the information with the rest of the class and follow the instructions provided. [More about CornellALERT](#).

Evacuation (e.g., fire alarm, facility-related emergencies, order of evacuation)

Quickly gather personal belongings (keys, cell phone, University ID, etc.), if within reach, leave lights on, close doors and windows, and proceed to the nearest exit with students. Do not use the elevator. Remain with students until authorized by emergency responders to leave or return to the classroom. [More about evacuation](#).

Medical Emergency

Stop class and call 911 from a campus phone or 607-255-1111 from a cell phone. Only move the victim if there is a threat to your or their safety. Provide first aid, if trained, and reassure the person that help is on the way. Instruct another student to go outside and flag down emergency responders. [More about medical emergencies](#).

Active Threat to Life

In the unlikely event of an assailant on campus, quickly determine if you should run, hide, or fight to avoid or deal with the threat. [More about active threat to life](#).

Run: If the threat is nearby (e.g., sound of gun fire), quickly decide on an escape route. If the class can get out safely and avoid the assailant, run out and away as fast as you can; grab your cell phone and leave other belongings. Call 911 when safe to do so. Keep hands visible and empty if you encounter police.

Hide: If you cannot escape the threat, find a safe room until the situation is resolved. Lock and barricade doors with heavy objects, turn off lights, silence cell phones (including the vibrate setting), and remain quiet until help arrives. Call 911 when safe to do so. Keep hands visible and empty if you encounter police.

Fight: Fight back when presented with no other options. Collect objects (e.g., keys, books, chairs, fire extinguisher) to throw and distract, and/or incapacitate, and act with intent, speed, and aggression toward the attacker.

While waiting for professional responders, and if safe to do so, care for individuals with life-threatening injuries such as uncontrolled bleeding (see "[Stop the Bleed](#)", and [Save a Life](#) for more information).

Shelter-in-Place (e.g., severe weather, hazardous materials incident, direction from authorities)

Guide students to interior rooms or stairwells with the fewest windows, and close and lock windows. Monitor emergency.cornell.edu and CornellALERT messages for updates. Remain safely on site until authorized by emergency responders to leave or resume activities.

Additional Information

Find additional information about emergency preparedness and response in the [Emergency Action Guide](#). To receive text or voice emergency alerts on your phone, you must sign up at emergency.cornell.edu/alert/. Be mindful of academic, physical, and emotional [indicators of distress](#) in students and employees; consult [Caring Community](#) and [Cornell Health](#) resources for guidance.